



Memorandum

DATE: June 16, 2011

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Resolution R-25-11 Acknowledging Review of City of Menasha 2010 Compliance Maintenance Annual Report under Wisconsin Administrative Code NR 208

Attached is the 2010 City of Menasha Compliance Maintenance Annual Report (CMAR) for your review and approval prior to submittal to WisDNR. This annually submitted report details the City's activities and policies regarding its sanitary sewer system. The 2010 report indicates an "A" grade for the financial system portion and a failing grade for our collection system portion of the CMAR. Because of the failing grade, we need to adopt a resolution indicating the City's acknowledgement of the status and support for improvements to the system to address the failing grade.

The failing grade is a result of two bypass occasions last year resulting from extremely heavy rainfall events. In order to minimize basement backups during those events, the City chose to pump sewerage from the sanitary system to the storm sewer system, which action is deemed a "bypass" event per WisDNR. It should be noted there were several other area communities that also bypassed during those two events. Because of other bypass occurrences in previous years, the City was required to enter into a Compliance Agreement with WisDNR in 2008 stipulating various necessary improvements in accordance with a schedule agreed upon by the City and WisDNR.

The City is still operating within the terms of the Compliance Agreement, and as long as we stay in compliance, further action from WisDNR is avoided. The City has made significant investments in sewer system improvements in recent years in order to reduce infiltration and inflow within the system, resulting in increased sewer user charges. We continue to evaluate our system to identify sewer system defects and other possible sources of infiltration and inflow as a means to avoid future bypass occurrences.

Attachment

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RESOLUTION R-25-11

A RESOLUTION ACKNOWLEDGING REVIEW OF CITY OF MENASHA 2010 COMPLIANCE MAINTENANCE ANNUAL REPORT UNDER WISCONSIN ADMINISTRATIVE CODE NR 208

Introduced by Ald. Taylor

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades of "C" or less and/or an overall grade point average <3.00;

NOW, THEREFORE BE IT RESOLVED by the Mayor and the Common Council of the City of Menasha concurring, that in response to the "F" grade for the Collection section of the 2010 CMAR, the City of Menasha acknowledges actions are necessary to minimize future sanitary sewer overflows and will abide by the terms of the December 22, 2008 Compliance Agreement and subsequent revisions executed between the Department of Natural Resources and the City of Menasha to address the violations to WPDES Permit WI-0047341-04.

Passed and approved this ____ day of July, 2011.

Donald J. Merkes, Mayor

ATTEST: _____
Deborah A. Galeazzi, City Clerk

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Financial Management

Questions	Points
1.	Person Providing This Financial Information
	<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">Name:</div> <div style="width: 60%; border: 1px solid black; padding: 2px;">Thomas Stoffel</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 20%;">Telephone:</div> <div style="width: 60%; border: 1px solid black; padding: 2px;">(920) 967-3630</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 20%;">E-Mail Address(optional):</div> <div style="width: 60%; border: 1px solid black; padding: 2px;">tstoffel@ci.menasha.wi.us</div> </div>
2.	Are User Charge or other Revenues sufficient to cover O&M Expenses for your wastewater treatment plant AND/OR collection system ?
	<div style="margin-left: 20px;"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) </div> <div style="margin-left: 20px;">If No, please explain:</div> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>
3.	When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2010
	<div style="margin-left: 20px;"> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable (Private Facility) </div>
4.	Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?
	<div style="margin-left: 20px;"> <input checked="" type="radio"/> Yes <input type="radio"/> No (40 points) </div>
REPLACEMENT FUNDS(PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 5)	
5.	Equipment Replacement Funds
	5.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2010
	<div style="margin-left: 20px;"> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> Not Applicable Explain: </div> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>
	5.2 What amount is in your Replacement Fund?
Equipment Replacement Fund Activity	
	<div style="display: flex; justify-content: space-between;"> <div>5.2.1 Ending Balance Reported on Last Year's CMAR:</div> <div>\$50,000.00</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>5.2.2 Adjustments if necessary (e.g., earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</div> <div style="text-align: right;">+ \$10,000.00</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>5.2.3 Adjusted January 1st Beginning Balance</div> <div>\$60,000.00</div> </div>

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Financial Management (Continued)

	5.2.4 Additions to Fund (e.g., portion of User Fee, earned interest, etc.) + \$0.00 5.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 5.2.5.1 below*) - \$0.00 5.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$60,000.00							
	(All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.) *5.2.5.1. Indicate adjustments, equipment purchases and/or major repairs from 5.2.5 above <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
	5.3 What amount <u>should</u> be in your replacement fund? \$60,000.00 (If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the HELP option button.)							
	5.3.1 Is the Dec. 31 Ending Balance in your Replacement Fund above (#5.2.6) equal to or greater than the amount that should be in it(#5.3)? <input checked="" type="radio"/> Yes <input type="radio"/> No Explain: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>							
6.	Future Planning							
	6.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating or new construction of your treatment facility or collection system? <input type="radio"/> Yes (If yes, please provide major project information, if not already listed below) <input checked="" type="radio"/> No							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Project Description</th> <th style="width: 20%;">Estimated Cost</th> <th style="width: 20%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>		Project Description	Estimated Cost	Approximate Construction Year			
Project Description	Estimated Cost	Approximate Construction Year						
7.	Financial Management General Comments:							
	<div style="border: 1px solid black; padding: 10px;"> <p>The City has a CWFP recommendation of \$10,000 deposits to our replacement fund. These payments started in 2005 and reflect funds necessary to replace, or make major repairs to, our four lift stations in the system. Also, we are still awaiting resolution of a pending lawsuit regarding Fox River PCBs. There is the potential for the outcome to render our current user charge insufficient to cover possible additional costs assessed via the judgement.</p> </div>							

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Financial Management (Continued)

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems

Questions	Points	
1.	<p>Do you have a Capacity, Management, Operation & Maintenance (CMOM) requirement in your WPDES permit?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>	
2.	<p>Did you have a <u>documented</u> (written records/files, computer files, video tapes, etc.) sanitary sewer collection system operation & maintenance or CMOM program last calendar year?</p> <p style="margin-left: 40px;"> <input checked="" type="radio"/> Yes (go to question 3) <input type="radio"/> No (30 points) (go to question 4) </p>	0
3.	<p>Check the elements listed below that are included in your Operation and Maintenance (O&M) or CMOM program.:</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Goals: Describe the specific goals you have for your collection system: <input checked="" type="checkbox"/> Organization: Do you have the following written organizational elements (check only those that you have): <div style="margin-left: 20px;"> <input type="checkbox"/> Ownership and governing body description <input checked="" type="checkbox"/> Organizational chart <input checked="" type="checkbox"/> Personnel and position descriptions <input type="checkbox"/> Internal communication procedures <input type="checkbox"/> Public information and education program </div> <input checked="" type="checkbox"/> Legal Authority: Do you have the legal authority for the following (check only those that apply): <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> Sewer use ordinance Last Revised MM/DD/YYYY 11/01/2004 <input type="checkbox"/> Pretreatment/Industrial control Programs <input checked="" type="checkbox"/> Fat, Oil and Grease control <input checked="" type="checkbox"/> Illicit discharges (commercial, industrial) <input checked="" type="checkbox"/> Private property clear water (sump pumps, roof or foundation drains, etc) <input type="checkbox"/> Private lateral inspections/repairs <input type="checkbox"/> Service and management agreements </div> <input checked="" type="checkbox"/> Maintenance Activities: details in Question 4 <input checked="" type="checkbox"/> Design and Performance Provisions: How do you ensure that your sewer system is designed and constructed properly? <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> State plumbing code <input checked="" type="checkbox"/> DNR NR 110 standards <input checked="" type="checkbox"/> Local municipal code requirements <input checked="" type="checkbox"/> Construction, inspection and testing <input type="checkbox"/> Others: </div> </div>	

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
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Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

		<div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Overflow Emergency Response Plan: Does your emergency response capability include (check only those that you have): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alarm system and routine testing <input checked="" type="checkbox"/> Emergency equipment <input checked="" type="checkbox"/> Emergency procedures <input checked="" type="checkbox"/> Communications/Notifications (DNR, Internal, Public, Media etc) </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Capacity Assurance: How well do you know your sewer system? Do you have the following? <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Current and up-to-date sewer map <input checked="" type="checkbox"/> Sewer system plans and specifications <input checked="" type="checkbox"/> Manhole location map <input checked="" type="checkbox"/> Lift station pump and wet well capacity information <input checked="" type="checkbox"/> Lift station O&M manuals <p>Within your sewer system have you identified the following?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Areas with flat sewers <input checked="" type="checkbox"/> Areas with surcharging <input checked="" type="checkbox"/> Areas with bottlenecks or constrictions <input checked="" type="checkbox"/> Areas with chronic basement backups or SSO's <input checked="" type="checkbox"/> Areas with excess debris, solids or grease accumulation <input type="checkbox"/> Areas with heavy root growth <input checked="" type="checkbox"/> Areas with excessive infiltration/inflow (I/I) <input checked="" type="checkbox"/> Sewers with severe defects that affect flow capacity <input checked="" type="checkbox"/> Adequacy of capacity for new connections <input checked="" type="checkbox"/> Lift station capacity and/or pumping problems </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Annual Self-Auditing of your O&M/CMOM Program to ensure above components are being implemented, evaluated, and re-prioritized as needed. </div> <div style="margin-bottom: 10px;"> <input checked="" type="checkbox"/> Special Studies Last Year (check only if applicable): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Infiltration/Inflow (I/I) Analysis <input checked="" type="checkbox"/> Sewer System Evaluation Survey (SSES) <input type="checkbox"/> Sewer Evaluation and Capacity Management Plan (SECAP) <input type="checkbox"/> Lift Station Evaluation Report <input checked="" type="checkbox"/> Others: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> We continued with Phase 4 (of 4) of our citywide SSES program to identify I/I sources and sewer system defects. </div> </div>	
4.	Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained:		
	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;">Cleaning</div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; width: 40px; text-align: center; margin: 0 auto;">75</div> </div> <div style="width: 30%;">% of system/year</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;">Root Removal</div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; width: 40px; text-align: center; margin: 0 auto;">0</div> </div> <div style="width: 30%;">% of system/year</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;">Flow Monitoring</div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; width: 40px; text-align: center; margin: 0 auto;">2</div> </div> <div style="width: 30%;">% of system/year</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 30%;">Smoke Testing</div> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; width: 40px; text-align: center; margin: 0 auto;">0</div> </div> <div style="width: 30%;">% of system/year</div> </div>		

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

Sewer Line Televising	<input style="width: 50px;" type="text" value="5"/>	% of system/year
Manhole Inspections	<input style="width: 50px;" type="text" value="5"/>	% of system/year
Lift Station O&M	<input style="width: 50px;" type="text" value="1"/>	# per L.S./year
Manhole Rehabilitation	<input style="width: 50px;" type="text" value="1"/>	% of manholes rehabed
Mainline Rehabilitation	<input style="width: 50px;" type="text" value="0"/>	% of sewer lines rehabed
Private Sewer Inspections	<input style="width: 50px;" type="text" value="2"/>	% of system/year
Private Sewer I/I Removal	<input style="width: 50px;" type="text" value="1"/>	% of private services
<p>Please include additional comments about your sanitary sewer collection system below:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

5. Provide the following collection system and flow information for the past year:

<input style="width: 80px;" type="text" value="27.55"/>	Total Actual Amount of Precipitation Last Year
<input style="width: 80px;" type="text" value="31"/>	Annual Average Precipitation (for your location)
<input style="width: 80px;" type="text" value="54.3"/>	Miles of Sanitary Sewer
<input style="width: 80px;" type="text" value="4"/>	Number of Lift Stations
<input style="width: 80px;" type="text" value="0"/>	Number of Lift Station Failure
<input style="width: 80px;" type="text" value="0"/>	Number of Sewer Pipe Failures
<input style="width: 80px;" type="text" value="16"/>	Number of Basement Backup Occurrences
<input style="width: 80px;" type="text" value="20"/>	Number of Complaints
<input style="width: 80px;" type="text" value="2.852"/>	Average Daily Flow in MGD

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

4.82	Peak Monthly Flow in MGD(if available)
	Peak Hourly Flow in MGD(if available)

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

**Last Updated:
6/15/2011**

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

NUMBER OF SANITARY SEWER OVERFLOWS (SSO) REPORTED (10 POINTS PER OCCURRENCE)					90
	Date	Location	Cause	Estimated Volume (MG)	
1.	7/22/2010 4:30:00 PM to 7/23/2010 2:30:00 AM	Seventh St and Ida Street	Rain, Flooding	0.455	
2.	7/22/2010 4:30:00 PM to 7/23/2010 6:00:00 AM	Keyes St. and Park St.	Rain, Flooding	0.185	
3.	7/22/2010 4:30:00 PM to 7/23/2010 2:30:00 AM	Fifth Street and London Street	Rain, Flooding	0.225	
4.	7/22/2010 4:00:00 PM to 7/22/2010 9:30:00 PM	Ninth Street and Elmwood Drive - intermittent discharge	Rain, Flooding	0.05	
5.	8/11/2010 8:00:00 AM to 8/11/2010 12:50:00 PM	Keyes Street and Park Street	Rain	0.145	
6.	8/11/2010 8:00:00 AM to 8/11/2010 12:50:00 PM	Seventh Street and Ida Street	Rain	0.145	
7.	8/11/2010 8:00:00 AM to 8/11/2010 12:50:00 PM	Fifth Street and London Street	Rain	0.145	
8.	8/11/2010 7:40:00 AM to 8/11/2010 12:30:00 PM	Ninth Street and Elmwood Drive (intermittent discharge)	Rain	0.079	
9.	8/11/2010 7:30:00 AM to 8/11/2010 10:30:00 AM	Lakecrest Drive	Rain	0.06	
<p>Were there SSOs that occurred last year that are not listed above?</p> <p style="margin-left: 40px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>If Yes, list the SSOs that occurred:</p> <div style="border: 1px solid black; height: 20px; width: 600px; margin-top: 5px;"></div>					
<p>PERFORMANCE INDICATORS</p> <div style="margin-top: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; width: 80px; text-align: center; padding: 2px;">0.00</div> <div style="margin-left: 10px;">Lift Station Failures(failures/ps/year)</div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid black; width: 80px; text-align: center; padding: 2px;">0.00</div> <div style="margin-left: 10px;">Sewer Pipe Failures(pipe failures/sewer mile/yr)</div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 80px; text-align: center; padding: 2px;">0.17</div> <div style="margin-left: 10px;">Sanitary Sewer Overflows (number/sewer mile/yr)</div> </div> </div>					

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

	0.29	Basement Backups(number/sewer mile)	
	0.37	Complaints (number/sewer mile)	
	1.7	Peaking Factor Ratio (Peak Monthly:Annual Daily Average)	
	0.0	Peaking Factor Ratio(Peak Hourly:Annual daily Average)	
6.	Was infiltration/inflow(I/I) significant in your community last year?		
	<input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">We had two heavy rain events resulting in system surcharge conditions caused by system I/I.</div>		
7.	Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?		
	<input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, please describe: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">See answer to #6 above.</div>		
8.	Explain any infiltration/inflow(I/I) changes this year from previous years?		
	<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Generally, our I/I has been reduced from past years according to NMSC records, but we experienced two major rainfall events that resulted in system overload that I think were due mainly to the sheer magnitude and intensity of the rain events.</div>		
9.	What is being done to address infiltration/inflow in your collection system?		
	<div style="border: 1px solid black; padding: 5px; margin-top: 5px;">We continued implementation of the citywide SSES program. We conducted flow monitoring operations in our high flow sections to identify the sources and limits of the excessive I/I. The private foundation drain cross connection elimination program was continued.</div>		

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:
6/15/2011

Reporting Year: 2010

Sanitary Sewer Collection Systems (Continued)

Total Points Generated	90
Score (100 - Total Points Generated)	10
Section Grade	F

COMPLIANCE MAINTENANCE ANNUAL REPORT

Facility Name: Menasha City

Last Updated:

Reporting Year: 2010

WPDES No.0047341

GRADING SUMMARY				
SECTION	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial Management	A	4.0	1	4
Collection Systems	F	0.0	3	0
TOTALS			4	4
GRADE POINT AVERAGE(GPA)=1.00		1.00		

Notes:

A = Voluntary Range

B = Voluntary Range

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)